

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTER OF INTEREST**

**THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO
ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS TO PROVIDE
ASSESSMENT TEAMS TO CONDUCT QUARTERLY MAINTENANCE CONDITION
ASSESSMENTS ON ROADWAYS STATEWIDE.**

The primary firm shall be pre-qualified to perform **Maintenance Condition Assessment Surveys - work code 00466.**

No sub-consultants are permitted.

All technicians performing the MAINTENANCE CONDITION ASSESSMENT SERVICES must meet the following qualifications:

1. Engineering technician level (approximately Transportation Technician III).
2. Possess good engineering judgment.
3. Ability to operate a tablet computer and be familiar with basic Windows XP navigation, functionality, and ArcView/Arcpad.
4. Highway maintenance experience preferred.
5. Ability to read and interpret the assessment manual and to assess infrastructure maintenance condition accordingly.
6. Ability to traverse steep grades and uneven terrain in order to inspect pipes and drainage ditches
7. Ability to operate an electronic Distance Measuring Instrument (DMI) on the survey vehicle.
8. License to operate motor vehicle on NC Highways.

The private engineering firm must demonstrate the ability to provide Technicians with the appropriate skills and qualifications to perform the MAINTENANCE CONDITION ASSESSMENT SERVICES and be available at all times during the quarterly

assessment period. Contract term will be for one year with up to four, one year renewals.

Vehicle requirements:

1. Equipped with an electronic Distance Measuring Instrument (DMI)
2. Equipped with strobe lighting system for high visibility and any other safety requirements.
3. 4WD Recommended

NCDOT will provide all computer hardware and software and conduct the necessary assessment training. Contractor will provide all other necessary equipment required to conduct the assessments. Examples include:

- Personal Protective Equipment (PPE) – Safety Vest, Foot Protection, etc.
- Measuring Device
- Calculator
- Bush Axe

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is cost plus a percentage fee with a maximum amount.

The selection of a private engineering firm to provide MAINTENANCE CONDITION ASSESSMENT SERVICES will be conducted in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Department will short list private engineering firms to a minimum of three firms (at the option of the Department).

3. Pre-interview meeting and oral interview (at the option of the Department).
4. Department will select a private engineering firm to provide MAINTENANCE CONDITION ASSESSMENT SERVICES.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior**

to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform MAINTENANCE CONDITION ASSESSMENT SERVICES will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with MAINTENANCE CONDITION ASSESSMENT SERVICES - 20%
2. Proposed staff's experience to perform MAINTENANCE CONDITION ASSESSMENT SERVICES – 30%
3. Firm's understanding of their responsibility in delivering services – 20%
4. Proposed staff's experience with computers and computer software. Examples include: Window, Office, and GIS/GPS software – 30%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets,

single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the **PEF's Name** and **"MAINTENANCE CONDITION ASSESSMENT SERVICES"**.

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this project;
- Unique qualifications of the staff member(s);
- Identify type and location of similar work performed within last three (3) years;
- Understanding of project approach;
- Any innovative approaches to be used;

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

Appendices -- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required form is available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Maintenance Condition Assessment Surveys “**FTS-ed**” to the Professional Services Management Unit by **12:00 p.m. on March 6, 2013**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address for FTS submittal is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

NOTIFICATION

The short-listed firm(s) will be notified by **March 15, 2013**. Notification will not be sent to firms not short-listed.

In the event the Department elects to hold Oral Interviews, interviews will be held the week of March 25, 2013.

The firm selected will be notified by **March 28, 2013**. Notification will not be sent to firms not selected.

The selected firm will be listed on the Internet at:
<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>
April 1, 2013.

The Department reserves the right to reject any and all Letters of Interest.